

Instrument of Financial Delegation

Financial Delegations to Staff

I hereby authorise the persons holding the offices specified in column 1 of the Table in the Appendix ("Authorised Officers") to commit the Gisborne District Council ("Council") to the amount of expenditure (as provided for in estimates), or receive funds on behalf of Council, up to the limits specified alongside the Authorised Officer in column 2. This authorisation is subject to the Terms and Limitations set out below.

Terms and Limitations

- **Scope:** The Authorised Officers may commit the Council to all arrangements and contracts for the supply of goods, services, plant and labour, including execution, variation and termination of all documents, agreements and contracts, aside from where authority to do so is otherwise limited by legislation or Council's Statutory and Management Delegations, to enable the—
 - 1.1 implementation of decisions made by the Council, its committees and any further subordinate decision making bodies or persons:
 - 1.2 receipt and implementation of Crown funding:
 - 1.3 management of capital expenditure and operations and maintenance expenditure, up to the limits approved in the relevant Annual Plan or Long Term Plan:
 - 1.4 management of expenditure not included in the Annual Plan or Long Term Plan or authorised in accordance with 1.1 or 1.2 above, up to a maximum of \$50,000 (GST exclusive) per item.
- **Compliance with laws, policies and procedures:** Expenditure must be undertaken in accordance with relevant policies and procedures and all applicable laws.
- **Acting:** During periods in which Authorised Officer is absent, the authority in this Instrument extends to any officer who has been appointed by a person in a higher level of management to be the Acting Authorised Officer.
- **Relationship with statutory delegations:** Compliance with the limits of this financial authority is not intended as a legal condition or limitation in the scope of any statutory powers delegated.

Signed:

Date: 30 November 2021



Nedine Thatcher Swann
Chief Executive
Gisborne District Council

Appendix – Financial Limits

Authorised Officer	Limit
Hub Directors	\$500,000
CFO	\$500,000
Chief of Strategy and Science	\$500,000
Managers/Activity Managers	\$25,000
Programme Managers ¹	\$25,000
Team Leaders/Supervisors	\$5,000
Project Managers	\$0
Executive Assistants	\$500
Manager Rooding Infrastructure	\$50,000
Manager Rooding Operations	\$50,000
Manager 4Waters Infrastructure	\$50,000
Manager 4Waters Operations	\$50,000
Team Leaders Information Systems (ie Land Information, Business Solutions, Information Management, Information Technology)	\$30,000
Group controller (civil defence emergency response)	\$250,000
Regional on-scene commander (marine oil spill response)	\$250,000
Any staff member not otherwise specified, with written authorisation from their manager	\$500

¹ A Programme Manager manages a number of Projects